

**ESSEX HOUSING AUTHORITY  
16 MAIN STREET  
CENTERBROOK, CT 06409  
mmansour@demarcomc.com  
860-767-1250**

**Present:** Janice Atkeson, Rick Stebbins, Gary Arnhold, Rosemary Willis, Yolanda Lowe, Penny Fisher (CHFA) and Mary Mansour

**Called to Order**

Meeting was called to order at 4:03p.m. by board chair, Janice Atkeson.

**Approval of Minutes**

Minutes from the August, 2018 meeting were modified to correct language about the Essex Place reception.

**Resident Report**

Gary Arnhold was present as Resident Representative. Some residents have expressed complaints about the installation of speed bumps in the main entry and emergency access roadway.

**Financials**

Recent financials were reviewed. Variances are due to annual billing for fire Alarm contract, preventative maintenance contracts for the Essex Court split pumps and fees for the bi annual audit.

**Management Company Report**

No management company report.

**Manager's Report was read and discussed.**

Penny Fisher CHFA, attended to discuss rent stratification. Board members will analyze this data in more detail taking into account the properties future capital needs assessment, projected future needs and work that has already been completed.

Essex Court has no delinquencies. All units are occupied. Essex court has 47 applicants on the waiting list.

Fire suppression cans will be installed in every unit on October 18, 2018.

A flu clinic will be held on the Essex Court campus on October 19, 2018. It is open to all residents of Essex Court and Essex Place.

Sav Mor completed our semi-annual cleaning / maintenance on October 8<sup>th</sup> and 9<sup>th</sup>. All units were switched to the heat setting at this time.

In September, Essex Court was visited by a local Lutheran church. Church members visited our campus to take part in a community cleanup. Members power washed buildings, did landscaping, painting and visited with residents. It was a fun day, enjoyed by all.

RSC hosted entertainment by MOJO on site at Essex Court in September. This musical event was well attended and enjoyed by all.

Weekly lunches take place on Wednesdays at Essex Court. Residents also enjoy monthly Bingo in the Community room.

Stop signs along the entry of Essex Court / Essex Place were permanently installed by the Town of Essex in October.

Due to the significant problem we have had with speeding, and misuse of the access road, maintenance installed speed bumps along the main entrance and along the emergency access roadway in October. It is our hope that this slows down the speed of traffic and limits use of the access roadway.

Board members discussed protocol for banning disruptive / aggressive visitors from our site. Recently, a resident's guest was verbally aggressive / assaultive to residents. Board agrees that residents are responsible for their guests and notice should be issued to any resident whose guest is disruptive. Also, restraining order may be obtained as appropriate.

### **Old Business**

Fund raising efforts are under way to stock the new community kitchen at Essex Place with needed items. The Reception, held in September, to thank past contributors to Essex Place was well attended.

### **New Business**

An Emergency Operations Plan is being developed for both Essex Court and Essex Place.

Director and Officer insurance policy due July 2018 was secured.

### **EEAH**

No resolution for a fire suppression alternative for the new community kitchen at Essex Place.  
Board Chair continues to follow up.

SAV MOR was on site August 21, 2018 to conduct a review of the entire system.  
Representatives from WHHED, builder architect, SAV MOR and the installer were in attendance.  
This review revealed a number of problems with the installation of the HVAC system. A  
corrective measures plan has been developed and corrective maintenance has begun under the  
oversight of a licensed technician and SAV MOR, the diamond installer.

**Regular Meeting was Adjourned at 5:23pm.**

**Motions and Votes for Regular Meeting**

None

Respectfully submitted by Mary Mansour October 17, 2018